

CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

Position Description

EXECUTIVE DIRECTOR

Reports to: Shingle Springs Tribal Health Board

Supervises: Medical Director –Physician
Dental Director – Dentist
RPMS/Office Manager
Administration Assistant
CHS Coordinator
Eligibility Clerk
Q.I. Specialist

Salary Grade: Negotiable

FLSA Classification: Exempt

POSITION SUMMARY:

The incumbent, under the direction of the Health Board, has responsibility and authority for the operation and supervision of the clinic. The Executive Director shall be responsible for proposal and report writing and is the Program's Health Planner. The incumbent, in conjunction with the Medical and Dental Directors, is responsible for assessing, planning, implementing and evaluating the quality of the patient care provided in the SSTHP Clinic.

ESSENTIAL FUNCTIONS:

1. Direct the day -to- day operations of the SSTHP through supervision of all key personnel and administrative and clinical functions.
2. Coordinate all clinical and allied health services functions.
3. At the direction of the Health Board, maximize all available resources for the benefit of the eligible Indian population residing with the SSTHP service area.
4. In concert with Tribal Administration, seek funding from all appropriate sources to improve quality of patient health.
5. Ensure that Clinic functions and activities comply with contractual, statutory and regulatory requirements and established policies and procedures.
6. Ensure that the SSTHP Policies and Procedures Manual and the departmental job descriptions are maintained by reviewing and approving them annually.
7. Respond to reporting requirements of SSTHP, as appropriate.
8. In conjunction with the Health Board, Tribal Council, and Administration staff, prepare and administer Clinic budget.
9. Prepare short and long-term program objectives, and plans for implementing it.

10. Maintain positive human relations environment.
11. Maintain a functional Quality Improvement program within the Clinic.

ADDITIONAL RESPONSIBILITIES:

1. Maintain a valid, unrestricted California Driver's license and ability to be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date.
2. Position requires occasional over night travel within CRIHB's service area. Requires ability to drive up to 7 hours a day.

QUALIFICATIONS:

1. Master Degree in Public Health, Business Administration, Public Administration or related field with (3) years experience in Medical Administration preferably in an outpost setting, including documented human relations' skills.
2. In place of a Masters Degree a Bachelors Degree in Public Health, Business Administration, Public Administration or related field with five (5) years experience in Medical Administration preferably in an outpatient setting, including documented human relation's skills.

This position requires an awareness and keen appreciation of American Indian traditions, customs and socioeconomic needs and the ability at all times to meet and

deal effectively in contacts with Indian organizations which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

Employee Acknowledgement _____ **Date** _____